



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

April 15, 2024

DIVISION MEMORANDUM

No. 252 s. 2024

TO: ALL INTERESTED AND QUALIFIED APPLICANTS
This Division

SUBJECT: RANKING FOR ADMINISTRATIVE AIDE VI (FISCAL CLERK II)

1. This Office announces the ranking of qualified applicants for Administrative Aide VI (Fiscal Clerk II), this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No.007, s. 2023, otherwise known as "Guidelines on the Recruitment, Selection, and Appointment in the Department of Education."
3. The following are the basic qualifications for the identified vacant positions:

Position Title/SG	Education	Experience	Training	Eligibility
Administrative Aide VI (Fiscal Clerk II) SG-6 Item Nos. 660078-2014; 660080-2014;660082-2014; 660083-2014	Completion of 2 years studies in college	None required	None required	CS (Sub-Professional) First Level Eligibility

4. Interested applicants shall submit one folder of photocopied documents on or before April 30, 2024 to the Schools Division Superintendent as follows.
 - a. Application letter;
 - b. Accomplished Form 212 with 2x2 picture;
 - c. Latest Performance Rating ;
 - d. Updated copy of service record;
 - e. Transcript of records;(Not certification from the registrar);
 - f. Certificate of registration/ Renewed PRC license;
 - g. all available and eligible pertinent documents as stipulated in DepEd Order No. 007, s. 2023; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Training beyond five (5) years from the date of announcement will not be given points. Moreover, the cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations and other pertinent documents for the said selection shall be two (2) months before the date of the posting of this Division Memorandum.

6. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview at the Office of the Assistant Schools Division Superintendent on a scheduled date which will be announced later.

7. Additional documents submitted after the deadline shall never be accepted nor be given points during evaluation and interview.

8. For the entire duration of the activity, this Office adheres to DepEd Order No. 29 s. 2002 known as "Merit Selection Plan of the Department of Education" and strict implementation of Equal Employment Opportunity Principle (EEOP) that is regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.

9. Only the qualified applicants who can submit the documents on time shall be included in the selection line-up, who shall also join the interview/deliberation.

10. The Human Resource Merit Promotion and Selection Board (HRMPSB) is composed of the following:

Chairman : **MARY ANN M. ALLERA**
Asst. Schools Division Superintendent

Members : **MARIA TERESA M. ABSIN**
SGOD Chief

JANICE LOURDES S. RESURRECCION
AO V

MELANIE C. ESTENZO
HRMO/AO IV


MARIA ASUNCION G. RAFOLS
Education program Supervisor
MOPSTEA President

MARK LORREN T. TEJANO
Budget Officer
NEU President

Secretariat: **CLARIBEL L. RODRIGUEZ**
BETTY P. SALIRING

11. Immediate dissemination of this Memorandum is enjoined.

EDILBERTO L. OPLENARIA, EdD., CESO V
Schools Division Superintendent


MARY ANN M. ALLERA
Assistant Schools Division Superintendent
Officer-In-charge
Office of the Schools Division Superintendent